

REDUCING THE IMPACTS OF OUR PAPER USE

Case Study: State of Washington

Contacts: Lynn Helbrecht, Governor's Executive Policy Office, (360) 902-0557
Patricia Jatzak, Department of Ecology, (360) 407-6358

Background:

In September 2002, Governor Locke signed **Executive Order 02-03: SUSTAINABLE PRACTICES BY STATE AGENCIES**. This order called on agencies to establish sustainability objectives and prepare a biennial Sustainability Plan.

A review of the first year plans showed four categories that most agencies were targeting: buildings, fleets, paper, and energy. Four workgroups were convened to provide guidance to the agencies. Those recommendations became the foundation of a second Executive Order, **05-01: ESTABLISHING SUSTAINABILITY AND EFFICIENCY GOALS FOR STATE OPERATIONS**.

For paper, agencies were called, by September 1, 2009, to:

- ▶ Reduce office paper by 30%, based on data reported in 2003.
- ▶ Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50%. *EPP is defined as 100% recycled content paper with a minimum of 50% post consumer waste.*
- ▶ Recycle 100% of used office paper.
- ▶ Office paper purchased must have a minimum of 30% post consumer recycled content.

In July 2003, the state's Central Stores began stocking and selling 100% post consumer recycled content, process chlorine free copy paper. The paper was procured after a commitment by a couple of agencies to actually purchase the paper.

A review of the agency plan progress reports for the year 2004 showed the following:

- ▶ Between 2003 and 2004, state agencies increased the purchase of **100% recycled content, process chlorine free paper** to nearly 76,000 reams, four times the amount purchased in the previous year.
- ▶ Overall agency copy paper purchased through Central Stores was **reduced by 7.3%**. This equals a savings of **\$116,453**. *Not all agencies and purchase solely from Central Stores.*
- ▶ The use of virgin paper declined by 100,000 reams.

For 2004: Total Purchases of copy paper through Central Stores (includes other jurisdictions):

Virgin:	22.7%
30% pcw:	70.3%
100%pcw:	7.1%

SWITCHING PAPER TYPE (*This information was gathered from plans, but much was from Central Stores' purchase records as many boards, commissions, and some agencies were not required to write plans. Some may have switched, but we don't have records for*)

Some of the agencies that switched from virgin to 30% pcw or increased use: School of the Deaf and Employment Security, Retirement Systems

Some of the agencies that began partial purchase of 100% pcw (about 30): Office of Financial Management; Governor's Office; General Administration ; Lottery; Interagency Commission for Outdoor Recreation; Parks & Recreation Commission; Washington Conservation Commission; Health

Care Authority; Retirement Systems; Revenue; Utilities and Trade Commission; Labor and Industries; Military Dept; Health Dept.; Veterans Affairs; Dept. of Corrections; Dept. of Transportation; Environmental Hearings Office; Fish and Wildlife; Dept. of Agriculture; Higher Ed Coordinating Board; Washington State University.

Some of the agencies purchasing all or almost all 100%pcw: Ecology, Department of Financial Institutions, Pollution Liability Insurance Agency, Legislative Transportation Committee, Economic Forecast Council.

Agencies, higher ed; other jurisdictions that have at least tried 100%pcw: Evergreen State College; Thurston County, City of Bainbridge Island; North Bonneville.

REDUCTIONS IN USE:

Percent Reduction	Agency	Techniques Used
9%	School for the Deaf	
10%	Dept. of Ecology	- Paper reduction campaign - Print management systems - Duplexing -Electronic file review & edit
52%	Health Care Authority	- More imaging
60% (recycled) 35% (virgin)	Dept. of Information Systems	
64%	Interagency Commission for Outdoor Recreation	-Email agendas & notes -Development of Intranet -Re-design of database for electronic files -Paperless evaluation process grants
30%	Lottery	
14%	OFM	Duplexing (saved \$2000 overall)
19%	Personnel	
19%	Retirement Systems	- Employee awareness - Duplexing - Electronic Document Imaging - Change two reports to print double sided, with more per page
	Financial Institutions	- On-line licensing
	Liquor Control Board	- Switching from an analog copier to a digital copier system
	Pollution Liability Insurance Board	- Electronic training request forms (reduce paper copies from 3 to 1)
	Dept. of Printing	- Use of electronic proofs - On-line forms
	Public Disclosure Commission	-Info sent on CDs instead of paper (save \$14,300) -Direct customers to web for info
	Employment Security	- Duplexing
	Dept. of Revenue	- Reduced the number of stocked DOR specific forms to 14. During this reporting period, created and/or revised 259 electronic forms